



Homeland
Security

Privacy Office, Mail Stop 0655

September 6, 2019

SENT VIA E-MAIL TO: 78481-65613394@requests.muckrock.com

Sai Sai
MuckRock News
DEPT MR 78481
411A Highland Ave
Somerville, MA 02144-2516

Re: **2019-HQFO-01199**

Dear Mr. Sai:

This acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS), dated August 4, 2019. Your request was received in this office on August 5, 2019.

You are seeking:

1. For the component's
 - a) Chief FOIA Officer,
 - b) Chief Privacy Officer, and
 - c) any substantially equivalent component official ("Officer"):
2. The entire content of
 - a) the Officer's physical desktops, i.e. everything on the actual desk(s) where they work I) including all other office surfaces, e.g. cabinets, tables, in/out boxes, shelves, etc in the Officer's office(s)
 - II) excluding:
 - i) computers (including desktop, laptop, and phone);
 - ii) USB drives;
 - iii) generic office supplies, i.e. any item that could be purchased off the shelf at a store such as Office Depot in identical form by a member of the general public;
 - iv) tear-off daily flip calendars;
 - v) purely personal capacity items;
 - vi) keys;
 - vii) anything within a fully enclosed hard sided container (e.g. exclude the contents of a desk / cabinet drawer, lockbox, or picture frame — but envelopes laying on a desk [and their contents], items in open-ended organizers, etc are not excluded);

viii) books or hard-bound booklets, except for the front and back covers; and
ix) CDs or DVDs, except for the label (i.e. what is captured when you place the disc on a flatbed scanner); and

III) formatted as 600 DPI color scans to PDF, one PDF per item (named logically based on the item), run through Adobe Acrobat Pro's "enhance scanned PDF" tool with the settings:

- * recognize text on
 - * all pages
 - * apply adaptive compression: grayscale JPEG2000, monochrome JBIG2 (lossless), maximum quality
 - * output: searchable image, document language set to the document's actual language
 - * filters: deskew on, background removal off, descreen off, text sharpening off;
- and

b) the Officer's computer desktop(s), i.e. the "desktop folder" of their account on every computer that they use in official capacity

I) in the exact original file format as stored on the computer, encapsulated into a .ZIP or .TAR.GZ archive set to preserve all metadata and folder structure;

3. As the above exist at the time anyone in the component first learns of this request. (I.e., no clearing out the desk before searching it. You may of course continue to use the office normally, but this request creates a hold for its exact content at that one snapshot in time.)
4. For hold preservation validation purposes, please take and provide digital photos of the Officer's entire office, showing all items in plain view at the time this request was received.

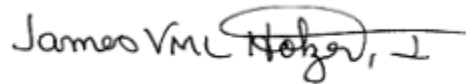
After careful review of your FOIA request, we determined that your request is too broad in scope or did not specifically identify the records which you are seeking. Records must be described in reasonably sufficient detail to enable government employees who are familiar with the subject area to locate records without placing an unreasonable burden upon the agency. For this reason, 6 C.F.R. Part 5 §5.3(b) of the DHS FOIA regulations require that you describe the records you are seeking with as much information as possible to ensure that our search can locate them with a reasonable amount of effort. Whenever possible, a request should include specific information about each record sought, such as the date, title or name, author, recipients, and subject matter of the records, if known, or the DHS component or office you believe created and/or controls the record. The FOIA does not require an agency to create new records, answer questions posed by requesters, or attempt to interpret a request that does not identify specific records.

Please resubmit your request containing a reasonable description of the records you are seeking. This is not a denial of your request. Upon receipt of a perfected request, you will be advised as to the status of your request. If we do not hear from you within 30 days from the date of this letter, we will assume you are no longer interested in this FOIA request, and the case will be administratively closed.

Your request has been assigned reference number **2019-HQFO-01199**. Please refer to this identifier in any future correspondence. The status of your FOIA request is now available online and can be accessed at: <https://www.dhs.gov/foia-status>, by using this FOIA request number.

If you have any questions, or would like to discuss this matter, please feel free to contact this office at 1-866-431-0486 or at 202-343-1743.

Sincerely,

A handwritten signature in black ink that reads "James V. McHolzer, Jr." with a stylized flourish at the end.

James Holzer
Deputy Chief FOIA Officer